

# Frequently Asked Questions

## Employee Withholding Tax Data Through Employee Self Service

### **What is the Federal W-4 Form?**

This form is completed by an employee to indicate the right amount of federal income tax to be withheld from the employee's paycheck.

### **What is the NYS IT-2104 Form?**

This form is completed by an employee to indicate the amount of New York State tax to be withheld from the employee's paycheck. New York City or Yonkers residents can also use this form to indicate how much local tax to be withheld as well.

### **Are W-4 and NYS IT-2104 forms required?**

Yes. All North Shore-LIJ employees are required to select tax information upon hire.

### **What if I do not complete the W-4 and /or the NYS IT-2104 Tax forms?**

We will default your Federal and NY State marital status to single and your withholding allowances to 0 for maximum taxes withheld.

### **How do I fill out the W-4 Form?**

Select your marital status and the number of allowances you wish to claim. You may also specify an additional amount to be withheld from each paycheck.

### **Do I need to review my Tax Information every year?**

As part of your regular tax planning, you may want to review your withholding every year, especially after completing your annual tax return.

### **How often can I update my Tax Information?**

You can update your tax information as many times as you wish.

### **How do I calculate my Withholding Allowances?**

For most employees, this is the same as the number of personal exemptions they claim on their tax return. For further assistance in calculating your withholding allowances, you can use the [IRS Withholding Calculator](#).

### **Can I claim exempt status on my Federal W-4 form?**

You are **exempt** from income tax withholding only if you had \$0 tax liability for the prior year and expect to have \$0 for the current year.

### **Can I claim more than 14 allowances on my NYS IT-2104 Form?**

Yes, however, you will be required to submit a paper form to the Payroll Department. The Payroll department is required to submit a copy of your signed form to the New York State Tax department.

### **Can I claim exempt status on my NYS IT-2104 Form?**

Yes, however you will be required to submit a paper form IT-2104 E to the Payroll Department. The Payroll department is required to submit a copy of your signed form to the New York State Tax department.

### **When will I see the tax change in my paycheck?**

Your change will be reflected in your next paycheck.